

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with [] Concerning Future Plans for Staffing
of Thrift Savings Plan Section

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1. [] and I met with [] on 13 March 1987 to discuss plans for a jointly maintained Thrift Savings Plan (TSP) Section. Some weeks earlier [] had proposed the assignment of an Office of Finance careerist to work in our Thrift Savings Plan Section to handle financial accounting and planning matters. I had indicated at that time the Office of Personnel's tentative agreement with that approach and suggested we pursue it later in more depth. Today's meeting was a followup to that earlier discussion. [] was primarily interested in two things: first, how the Office of Personnel envisioned the evolution of the Thrift Savings Plan Section and second, how we saw that section being staffed over time. I indicated that we had little firm knowledge on which to base our estimate but I felt that the section would likely go to a branch within a year or so. The key factors influencing that growth would be the increased participation by employees in the TSP and the start-up of the loan program. [] wanted to know what type of background and grade level we would want in a Financial Careerist that might be assigned to the TSP section. He offered the name of [] currently assigned to the Insurance Operations Division. Mr. [] indicated that [] had previously been a candidate to head up the TSP section but had been passed over in favor of [] because of his lack of creativity. [] asked that we consider [] for the Finance referent within the section who would address payroll, accounting, and related issues. We agreed to get back to [] later today after we had discussed []

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2. The placement of VIP within the section was also discussed. [] wanted to know if we planned to integrate the VIP people in with the officers working on the TSP or to maintain it as a separate unit. I indicated that we really had not made any decision on that at this point but that certainly initially it will be a separate entity within the section. We also agreed that the VIP account warranted a full time Financial Officer to support its operation.

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3. [] also explored some of the activities that the Thrift section would become involved in over time and those functions that would be carried out by the Office of Personnel. We discussed enrollment activities, the loan function and the continuing need for an education program to keep people informed on the TSP. He also envisioned that we would be counseling officers who would be leaving the Agency on how they could receive their Thrift investments, either through a rollover action or by starting an annuity if eligible. [] envisioned it would be ideal to set up an integrated operation whereby an individual leaving the Agency would be counseled by our officers on rollover options and then have a check issued by the Finance Office within the section to effect this action. We agreed that we would need to revisit the staffing and organizational questions within a few months after we have had the benefit of experience from two Thrift open seasons.

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[]
Associate Deputy Director of Personnel
For Employee Benefits and Services

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ILLEGIB

Daymond Jones

- OPAC - to Pay

OP View -> evolutionary

13 MAR 87

When going

- LOAN

- ENROLLMENT

1 Long term

- COUNSELING/EDUCATED

- A.D.P.

Short term

- Payroll

statement out of system

education - continuously

VIP

council employed who lead on

option
- rollover
handle network of cost
integrated school
one-step

returned -

speed oriented to get off financial pool

GS-12 - GS-13

Payroll

Thrift plan

systems knowledge

fall into good structure

VIP - together financial

judging but no accounts exp
in exp

accounts exp for them

(Held) - Tim person
who to

Payroll reports Thrift
out Capital